

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM  
CRIMINAL JUSTICE USERS GROUP  
MEETING MINUTES  
MONDAY JUNE 11, 2018**

The DELJIS Criminal Justice Users Group was held at Dover Police Department in the Public Assembly Room, 400 South Queen Street, Dover, DE. Mr. McCloskey called the meeting to order at approximately 10:05 a.m.

Those in attendance included:

Earl McCloskey	DELJIS	Cpl/3 M. Little	DSP Troop 4
Lynn Gedney	DELJIS	Marian Bhate	ODS
David Elwood	DELJIS	Durk Lee	DTI
Nina Dietrich	DELJIS	Karen Hudson	Dover PD
Capt. B. Parsons	DSP/SBI	Cpl Tim Hamlett	DNREC/ECU
Renee Rigby	DSP/HQ	Chris Chandler	UDPD
Lisa Seymour	DSP/SBI	Brenda Lee Unruh	DPD
Ava Carcirieri	Family Court	Lt. Gregg Shelton	Elsmere PD
Chris Menge	Dover PD	Mary Sheppard	SBI/DSP
Dep. Chief Fox	State Fire Marshal		

**I. REVIEW OF MEETING MINUTES**

A motion was made by Ms. Seymour to approve the April 9, 2018 DELJIS CJ Users Group meeting minutes and seconded by Lt. Shelton. All approved. Motion carried.

**II. REVIEW OF AUTOMATED SYSTEM USAGE**

Mr. McCloskey referenced Attachment B in the meeting handouts and reviewed the automated system usage statistics report with the attendees. Mr. McCloskey stated the numbers speak for themselves and asked if there were any comments or questions. Mr. McCloskey also noted that Ocean View Police Department was having problems with internet connection. Verizon is working on the problem because the alternative is to use paper tickets as a backup plan. Everyone agreed that paper tickets would be problematic given the need to properly process the charges/fees. If agencies encounter problems like this, please make sure DELJIS is included in the discussion.

**III. DISCUSSION ITEMS**

- a. Review of DELJIS Status Report – Mr. McCloskey reviewed the DELJIS Project Status Report with the attendees, referring to Attachment C. Mr. McCloskey noted that no new projects were added since the last meeting.

Mr. McCloskey stated lethal protection order; house bill 222 and 302 were signed into law. DELJIS will be working on this new process which includes a new LIESS function and court process.

The criminal code rewrite bill is on hold; however, DELJIS had started to do the comparison between the proposed and current statute to assess impacts and changes.

DELJIS received a call regarding supplement reports and the function of copying over statement info to the supplement. Presently, all information including prior statements is copied over to a supplement. After reviewing the issue, statements will not transfer over to supplemental reports.

Mr. McCloskey stated DELJIS is working on Felony format functionality. Mr. Elwood stated if the narrative is blank you can click on a button insert felony format, this button should not appear if you have anything in the narrative. There was a problem with the initial release and this has been corrected. If you have any problems with this, please contact the DELJIS Help Desk.

Mr. McCloskey advised we have received a complaint about seeing DMV comments in CJIS through the MDT screens. DELJIS will make a change so the user can manually request to see the comments you just have to click to access them.

Mr. McCloskey asked if anyone had any questions. Ms. Rigby asked if we have sent an invoice to DSP for the Use of Force. Ms. Gedney stated we need to send an invoice.

Ms. Rigby reported she was not sure if there were any reports that would qualify for reporting to the Federal programs for Use of Force. Ms. Gedney advised DELJIS is beginning preliminary data analysis to determine reporting requirements. This will be included in LEISS and all agencies will utilize the federal reporting option. This will not replace Blue Team and other internal tracking systems.

- b. NIBRS – Ms. Seymour UCR/NIBRS data up to April has been submitted.
- c. LEISS – Drug addiction action committee is working on the Drug Intervention Program. The functionality will be included in a new module in LEISS. Funding has been obtained from CJC. The program will track the use of NARCAN and automatically send an email to DSAM and police designees. The goal of the program is to have the automated email generated as soon as the LEISS report is saved in order provide DSAM with the ability to get assistance to the victim as soon as possible. The LEISS function will be similar to the current DFS function which contains a drop-down regarding notifying DFS, etc but with an automatic email referral.

- d. E-Ticket/E-Crash – Mr. McCloskey advised we are still having a few issues where the business name is auto populating in the person's name field. DELJIS is monitoring this issue. Ms. Gedney stated DELJIS is working on a Highway Safety overtime project. Once completed, the program will more effectively track overtime paperwork for Highway Safety and reduce the burden of manual forms. Mr. McCloskey stated the Office of Highway Safety wants the longitude and latitude included on e-Ticket. This information would greatly enhance saturation patrol and highway safety. The locator tool cannot automatically start in E-ticket so the longitude and latitude is not available. DELJIS reached out to the current vendor, DELASOFT, to explore options to address this issue. If this cannot be addressed, DELJIS will have to consider completely rewriting the E-ticket application.

Mr. Elwood stated the IDR will be changed regarding the DRE results. This change will include a drug category type; for example: stimulant, depressant, etc. Once programming is completed users will be notified. A question was raised as to whether DELJIS could also include the DRE fields in the IDR LEISS supplement? Mr. McCloskey stated that since this has evidentiary and discovery implications, DELJIS will discuss the issue with the Department of Justice.

- e. Follow up re Civil Dispositions – Ms. Gedney stated JIC made the changes and the functionality is working. Mr. McCloskey advised that these changes will eliminate the ability to erroneously clear a criminal case using a civil disposition or otherwise.

#### **IV. OLD BUSINESS**

No old business.

#### **NEW BUSINESS**

A question was asked regarding printing of E-Crash exchange forms. Occasionally, the incorrect location populates on the exchange form and if you change the location, it does not print on the exchange form. Mr. Elwood stated that DELJIS stores both the officer's generated location and the system generated location and the form should be printing the officer's location. Mr. Elwood will validate what is printing and report back. If you encounter data issues, please contact the DELJIS Help Desk.

Lt. Shelton posed the question about releasing personal information on e-Crash change forms? Lt. Shelton advised that there have been incidents in the past with individuals getting other person's data and confronting them. Mr. McCloskey advised there is some risk involved but generally, police departments are not held responsible for something like this. It is an automated form and assists the parties and their insurance companies. The exchange form is used global and a change would affect all agencies. With today's technology everyone's information is readily

available on the internet. If an officer is in doubt, they can just release the complaint/incident number.

**V. PUBLIC COMMENT**

There was no public comment.

**VI. ADJOURNMENT**

A motion was made by Ms. Seymour to adjourn the meeting and seconded by Lt. Shelton at approximately 10:59 a.m.

**THE NEXT CJ USERS MEETING IS AUGUST 13, 2018 AT 10AM DOVER PD**